

15 SEP 1976

MEMORANDUM FOR: Executive Officer, DDA

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FROM : [REDACTED]
Acting Director of Logistics

SUBJECT : State of the Directorate Address

Bob:

1. Following are a few items which Jack might consider using in his State of the Directorate Address on the 23rd. They are divided into two categories--accomplishments, and things we hope to accomplish in the future:

a. Accomplishments

(1) Consolidation of the various Agency mail and courier services in the Washington metropolitan area was completed in July of last year. The objectives of better management of the total mail and courier system and savings in personnel and equipment were met. Personnel dedicated to those services were reduced [REDACTED] and the courier vehicle fleet was reduced by 7.

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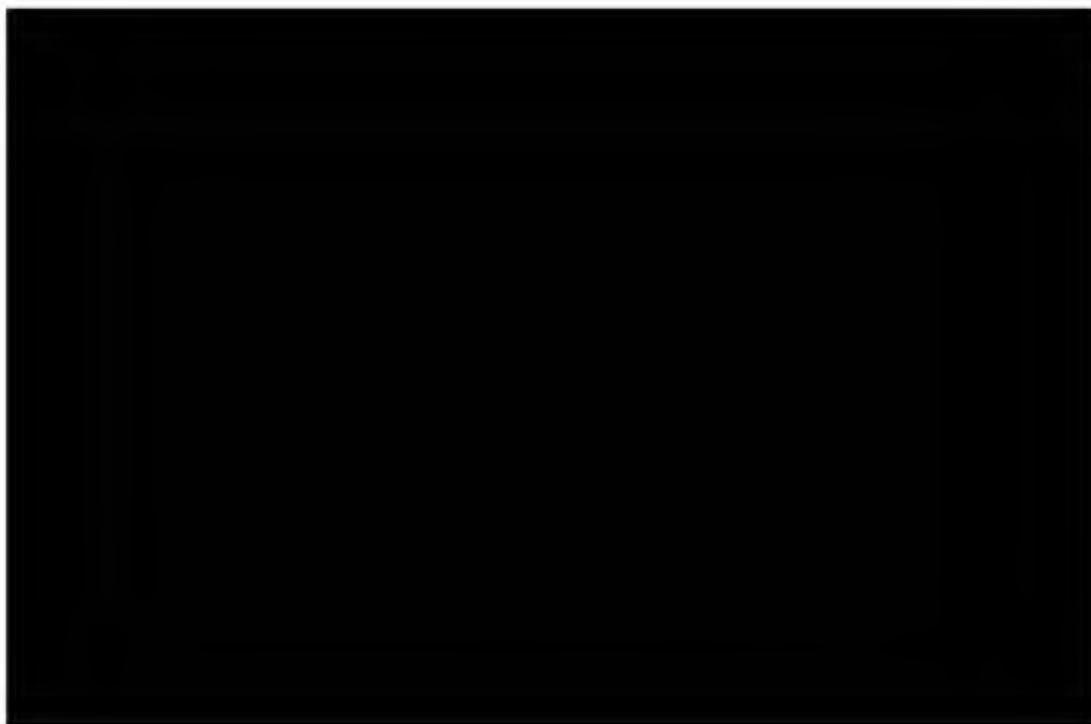
(2) In April of this year, we completed a study

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(3) We are continuously looking at ways to improve the quality, cost effectiveness, and response time of our printing and photography operations. Of particular significance is the recently implemented Electronic Text Editing and Composition System (ETECS) which allows the publisher, through an electronically established data base, to perform text editing and composition on-line without the time-consuming manual editing and retyping operations of the past. OSI, OER, and CRS are currently using the system and OCI, perhaps the largest publisher, will soon join up.

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(4) The directorate is also continuing to advance in other areas of systems automation. The Inventory Control System and a third level of the Contract Information System have been implemented in OL recently. Because OL has many requirements for new systems as well as enhancements to existing systems, and because the resources of ODP are limited, OL has established its own Systems Analysis Branch of six professional ODP careerists to work exclusively on OL systems.

(5) Office space is still a problem. Because the Magazine Building in Rosslyn was something less than desirable, we decided to give it up. That set off a chain of events that has affected, or will affect, many Agency personnel. We acquired [REDACTED]

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[REDACTED] and moved the following offices into the second and third floors: Logistics from Ames Building; Commo from Ames, Magazine, and Headquarters Buildings; and a large segment of ODP. This, of course, saw further moves of elements of the DDI from Magazine to Ames; some Security functions from Key to Ames; and elements of Personnel from Magazine and Headquarters to Ames.

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(6) Another significant move will be taking place early in 1977 when the Intelligence Community Staff will move from the Headquarters Building into what was formerly known as the [REDACTED]

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[REDACTED] in Washington.

Obviously this will free up some space in Headquarters and bring about many relocations of offices and personnel. Obviously, also, there will have to be extensive renovations of that space in order to consolidate components wherever possible and to gain maximum utilization of that vacated space.

(7) Even with this new space, requirements for space at Headquarters still are significant. Accordingly, the Agency has requested GSA to acquire the first floor of the [REDACTED] as well as an adjacent light industrial building. This will increase Agency holdings by a net of about 75,000 square feet and give us control of the entire [REDACTED]

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(8) The directorate is impacted by advances in technology to the degree that the Agency takes advantage of those advances. For example, as we increase

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our communications capability, we face the need to not only increase our power facilities but to enhance the reliability of those facilities as well. In June we activated for the ODP computer centers an uninterrupted power system to provide the pure power that computers require as well as to take over automatically when major power outages occur. A similar system is being procured for OC. These systems plus regular standby generators for other systems constitute a large item of directorate expense in our efforts to provide the best possible power service to critical areas of the Agency.

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b. Some Plans for the Future

(1) The production of visual aids is a fairly big business in the Agency but, because it is labor-intensive and skilled artists are in short supply, response time is necessarily slow. We are exploring the feasibility of installing a semi-automatic system for the production of visual aids which operates, very generally, through a console connected to a minicomputer which allows an artist to work through what amounts to an electronic drawing board. Installation of this equipment would provide, among other things, visual aids support to more Agency users and at a much faster response time.

(2) Micrographics, or the maintenance of records on microfilm and microfiche, is a recommended method to reduce the tremendous amount of space required to store our records. This function is also proliferated throughout the Agency, and we believe that a more efficient and cost/effective system would accrue if the micrographics process were centralized in our Printing and Photography Division which already operates the largest micrographics facility in the Agency. We are

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making this a management objective to be tracked at the directorate level and are also tracking it as an "efficiency evaluation subject" in response to the Presidential Management Initiatives program.

(3) Property funding under the current PPA/PRA system has been rather cumbersome, duplicative in many respects, and little understood. Although it has served us well for the past 20 or so years, changing events since its adoption has caused us to look for a simpler but effective system, and hopefully, one that everyone will completely understand. Our work will continue in this area.


(4) Another thing that we foresee in the future is the trend toward more regulation by external agencies such as the President's Procurement Policy Panel with regard to our procurement activities; the National Capital Planning Commission with regard to any construction that we might propose; the Environmental Protection Agency in regard to the relationship of any of our activities with environmental pollution; and even local governments as the operation of our facilities impacts on traffic, highways, or whatever.

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There is also a possibility that the General Accounting Office will again be reviewing our systems and accounts after an absence since the early 1960's.

(5) The DDI SAFE project will have a major impact on OL with contracts required for the majority of the

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 dollar cost and a requirement to provide a new, major computer center in the Headquarters Building.

2. If additional detail is needed on any of the topics, we shall provide it upon request.

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